

**BRA/EDIC EMPLOYMENT OPPORTUNITY****PLEASE POST!!****TITLE:**GENERAL SUPERINTENDENT**JOB VACANCY POSTING NO.** 19-02**POSTING DATE:** 7/22/02, REV: 9/26/02**EMPLOYMENT STATUS:** EDIC EMPLOYEE**EXTERNAL DATE:** 8/2/02**POSITION FILLED:****DEPT/DIV:** OPERATIONS/ECONOMIC DEVELOPMENT**DATE:****NAME:**

**SUMMARY:** Under the direction of the Deputy Director/Operations, (Hereafter Director of Operations), supervise the maintenance of buildings, roadways grounds and various other maritime and industrial assets.

Recommend the selection of new personnel. Orient, train and schedule assigned personnel. Evaluate performance and recommend appropriate personnel actions.

Ensure proper installation and maintenance of main feeders to all buildings, including water, electrical and gas. Ensure maintenance of public ways throughout the park. Supervise all carpentry, plastering, painting and electrical work performed. Ensure proper upkeep of grounds.

If needed, operate and supervise the operation of Drydock #3, and the Pumphouse, during docking and undocking operations. Work in conjunction with the DockMaster. Responsible for maintenance of drydock when not leased.

Develop and implement preventative maintenance procedures for equipment.

Locate and price materials required for maintenance and repair work. Prepare purchase requisitions. Recommend suppliers following all federal, state and agency guidelines on procurement.

Assist Building and Grounds Coordinator with construction or repair projects on buildings, drydock and site.

Estimate and evaluate work orders; including calculating man hours needed, materials, costs, etc. and make recommendations to the Director of Operations on work to be contracted out or performed by maintenance crew.

Consult with Director of Operations on such issues as major purchases, major overhauls of systems and personnel problems.

Supervise and inspect work completed by outside vendors/contractors.

Mediate grievances with the Union, acting as first step in the grievance process. When applicable, make recommendation for resolution of grievance.

Supervise snow removal contractors, ensuring proper clearance and determine when to cease removal and have own crew take over.

Prepare various reports on work performed by maintenance crew and condition of dry docks as maintained by lessee.

Maintain operating budget for purchase of parts and repairs.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires education equivalent to four years of Trades Training plus additional courses in supervisory training. Requires 7 to 10 years of directly related experience. Must have the ability to function independently within a broad scope of established departmental policies and goals.

**GRADE: 21****HIRING RANGE:\$50,104.60--\$61, 525.10**

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

**E-mail:** [hr.bra@ci.boston.MA](mailto:hr.bra@ci.boston.MA) **Fax:** 617-918-5458

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**Auxiliary aids and services are available upon request to individuals with disabilities.**  
**APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.**